

§ 101-38.503

(b) Agencies will ensure that all Government-owned or -leased, commercial design motor vehicles have inspection and servicing, including tune-ups, performed in accordance with the manufacturers' recommendations, or more frequently if local operating conditions require.

(c) Proper maintenance ensures that Government-owned or -leased vehicles—

(1) Operate in the most energy efficient manner and

(2) Meet Federal and State emission standards, including safe and proper operation of the catalytic converter and electronic/computerized emission components.

[57 FR 53283, Nov. 9, 1992]

§ 101-38.503 Compliance with State inspection programs.

(a) When required by State motor vehicle administrations, executive agencies will comply with all Federally-mandated motor vehicle emission inspection programs. Federal agencies will reimburse State activities for the cost of these emission inspections, unless the State waives the inspection fee.

(b) Motor vehicles authorized to display State, Commonwealth, territory, or District of Columbia license plates in accordance with §§101-38.200(f) and 101-38.204 will comply with required State mechanical and emission inspections. The cost of these inspections, including associated certificates or stickers, will be the responsibility of the using agency.

[57 FR 53283, Nov. 9, 1992]

§ 101-38.504 Assistance to agencies.

GSA is available to assist agencies in establishing or revising their scheduled maintenance programs. Requests for this assistance shall be submitted by owning agencies to the General Services Administration, ATTN: MTV, Washington, DC 20405.

[62 FR 328, Jan. 3, 1997]

41 CFR Ch. 101 (7-1-99 Edition)

Subpart 101-38.6—Reporting Motor Vehicle Accidents

§ 101-38.600 Scope and applicability.

This subpart provides for the availability of certain standard forms for use in reporting any accident involving a Government-owned or leased motor vehicle. Use of these forms is recommended for all executive agencies owning or using motor vehicles that are located within any State, Commonwealth, territory, or possession of the United States.

§ 101-38.601 Accident reporting forms and their use.

The Standard forms available to all executive agencies for use in reporting motor vehicle accidents are listed below. Accident reports pertaining to agency-owned or -leased vehicles shall be processed in accordance with applicable agency directives. Accident reports pertaining to GSA Interagency Fleet Management System vehicles shall be processed in accordance with 41 CFR part 101-39, subpart 101-39.4.

(a) Standard Form 91, Motor Vehicle Accident Report, should be completed at the time and on the scene of the accident, insofar as possible, regardless of the extent of damage to the vehicle. A Standard Form 91 should be carried at all times in Government-owned and -leased motor vehicles.

(b) Standard Form 94, Statement of Witness, should be carried at all times in Government-owned and -leased vehicles and should be completed by persons who witness an accident. Standard Form 94 has been approved by the Office of Management and Budget under OMB control number 3090-0033.

[58 FR 65291, Dec. 14, 1993]

Subpart 101-38.7—Transfer, Storage, and Disposal of Motor Vehicles

§ 101-38.700 Scope and applicability.

This subpart prescribes guidelines for the transfer, storage, and disposal of Government-owned motor vehicles and is applicable to all Government-owned,

-rented, and -leased motor vehicles of an executive agency located in any State, Commonwealth, territory or possession of the United States.

[51 FR 11684, Apr. 4, 1986; 51 FR 15481, Apr. 24, 1986]

§ 101-38.701 Transfer of title for Government-owned motor vehicles.

(a) When disposing of a Government-owned vehicle, all executive agencies shall comply with the provisions listed below for transfer of ownership:

(1) All Government-owned motor vehicles to be titled by State motor vehicle activities shall be transferred by executing Standard Form (SF) 97, The United States Government Certificate to Obtain Title to a Vehicle. The use of this form in foreign countries is optional.

(2) SF 97 will be used only when motor vehicles owned by the Government are sold to parties who intend to title the vehicle for operation on highways. Vehicles that are either not designed to operate on highways or are deemed as not legal for operation on highways will be conveyed using an appropriate bill of sale or award document, such as Optional Form 16, Sales Slip-Sale of Government Personal Property, or SF 114, Sale of Government Property-Bid and Award. Vehicles commonly included in this category include construction equipment, farm machinery, and certain military design vehicles.

(3) All SF 97 certificates and copies shall be stocked as an accountable form and serially numbered with pre-printed numbers assigned by the printing activity. Each agency shall have an accountable officer who will be responsible for the requisition, storage, and issuance of SF 97. Certificates showing erasures or strikeovers may be considered invalid by State motor vehicle agencies and may not be honored. Proper precautions shall be exercised by agencies to prevent blank copies of SF 97 from being obtained by unauthorized persons.

(4) Standard Form 97 is a 4-part set printed on continuous feed paper. The original certificate is produced on secure paper to readily identify any attempt to alter the form. Upon completion, the original SF 97 shall be fur-

nished to the purchaser or donee. One copy of SF 97 shall be furnished to the owning agency. Another copy of the SF 97 shall be furnished to the contracting officer of the agency effecting the sale or transfer of the motor vehicle. The disposition of the fourth copy shall be assigned by the owning agency.

(b) These requirements are not subject to the provisions of Public Law 96-511, Paperwork Reduction Act, and Federal Information Resources Management Regulation (FIRMR) 41 CFR 201-9.202-2, Interagency Reports Management Program. (Also see 41 CFR 101-45.303-3.)

[57 FR 24762, June 11, 1992, as amended at 62 FR 328, Jan. 3, 1997]

§ 101-38.702 Storage.

Government-owned, -rented, and -leased motor vehicles of an agency should be stored so as to provide reasonable protection from pilferage or damage. In the interest of economy, open storage should be used whenever practicable and feasible. The determination as to whether or not it is "practicable or feasible" to use open storage space or a particular type of storage space at a particular location must be made by the agency after considering the nature of program demands and special requirements at that location. All unattended Government-owned or -leased motor vehicles should be locked, unless they are stored or parked in a closed building or enclosure.

[51 FR 11684, Apr. 4, 1986; 51 FR 15481, Apr. 24, 1986]

§ 101-38.702-1 Procurement of parking accommodations.

Before acquiring other than temporary parking accommodations in urban centers (see § 101-18.102), agencies shall determine the availability of Government-owned or -controlled parking space in accordance with the provisions of § 101-17.101-6.

§ 101-38.703 Sale of motor vehicles.

GSA will not solicit trade-in bids when purchasing new motor vehicles for replacement purposes under the consolidated program. Used vehicles